

CITY COUNCIL AGENDA REQUEST FORM

Today's date: 11 / 28 / 17

Date of meeting 12 / 06 / 17

(City Council meetings are held the 1st and 3rd Wednesday of each month.)

Name of Citizen, Organization, Elected Official, or Department Head making request:

Sean Scoggin

Address: 1123 Lake St., Sandpoint, ID. 83864

Phone number and email address: 208-255-7548 - sscoggin@sandpointidaho.gov

Authorized by: Jennifer Stapleton

name of City official

City official's signature

(Department Heads, City Council members, and the Mayor are City officials.)

Subject: Resolution in Support of the Children Pedestrian Safety Program grant application

Summary of what is being requested: City would like to infill sidewalks and ADA ramps to increase pedestrian safety and mobility on Ontario, as well as alley crossings connecting adjacent sidewalks

south of Larch and east of Ella. Program grant funds will support this project.

The following information MUST be completed before submitting your request to the City Clerk:

1. Would there be any financial impact to the city? ☒ ☐
Yes or No

If yes, in what way? There is no match requirement associated with these funds. However, the

funds are distributed on a reimbursement basis.

2. Name(s) of any individual(s) or group(s) that will be directly affected by this action:

Have they been contacted?
Yes or No

3. Is there a need for a general public information or public involvement plan? **Yes or No**

If yes, please specify and suggest a method to accomplish the plan: ☐ ☒

4. Is an enforcement plan needed? **Yes or No** Additional funds needed? **Yes or No**
☐ ☒ ☐ ☒

5. Have all the affected departments been informed about this agenda item? **Yes or No**
☒ ☐

This form must be submitted no later than 6 working days prior to the scheduled meeting. All pertinent paperwork to be distributed to City Council must be attached.

ITEMS WILL NOT BE AGENDIZED WITHOUT THIS FORM

**CITY OF SANDPOINT
AGENDA REPORT**

DATE: November 28, 2017

TO: MAYOR AND CITY COUNCIL

FROM: Sean Scoggin

SUBJECT: Resolution in support of the Children Pedestrian Safety Program grant application

DESCRIPTION/BACKGROUND:

The Surplus Eliminator Program was established by House Bill 312 (H312) during the 2015 Legislative session. The law states that at the end of the year, remaining funds will be split between the rainy-day fund and the Surplus Eliminator Program for state transportation projects administered by the Idaho Transportation Department (ITD). During the 2017 Legislative session, Idaho Law makers voted to continue the Surplus Eliminator program through Senate Bill 1206 (S1206), however now the money is shared 60% to the state system and 40% to the local system for the next two years. For 2018, the total local share of the Surplus Eliminator fund is approximately \$11M. The Local Highway Technical Assistance Council (LHTAC) will administer the local share through a Local Strategic Initiatives Program. Per the law, eligible projects must be related to maintenance, and address safety and mobility.

Funding for this program will be awarded as a grant, with a maximum of award of \$250k. The awarded agency is responsible for the administration of the project, and for completing the project within the timeframe given. The grant funds cannot be used for development services fees, project match, education/outreach, or to reimburse the local agency for any equipment or employee cost.

This application's objective is to infill sidewalks and ADA ramps to create continuous sidewalks. Specifically, the City will infill 200 lf of new sidewalk and install 4 ADA corner ramps. This will complete an accessible route along Ontario St. that is over 4000 ft. long. The completed route would run from Boyer west to Olive on the south side of Ontario, then cross to the north side of Ontario and continue west to Lincoln. Additionally, the City would complete sidewalks and aprons at 22 alley crossings. These alley crossings would connect adjacent sidewalks to create over 6000 ft. of connected sidewalk (typically completing at least a 300-ft. block). All these alley crossings have existing sidewalk on both sides of the alley. Alley crossing locations are all in a section of Sandpoint south of Larch and east of Ella

STAFF RECOMMENDATION:

Approve

ACTION:

Council Approval

WILL THERE BE ANY FINANCIAL IMPACT?

Yes. There is not a match requirement associated with these funds. However, they are distributed on a reimbursement basis. City funds will be expended first with reimbursement requested through the funding agency.

No: 17-
Date: December 6, 2017

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

**TITLE: RESOLUTION IN SUPPORT OF THE CHILD PEDESTRIAN SAFETY
PROGRAM GRANT APPLICATION**

WHEREAS: The Local Highway Technical Assistance Council (LHTAC) is offering a Children Pedestrian Safety Program grant opportunity with a maximum grant award in the amount of \$250,000 with no match required for projects related to maintenance, and address safety and mobility;

WHEREAS: City Administration desires to pursue a grant in order to fund the infill of sidewalks and American Disabilities Act (ADA) corner ramps along the south side of Ontario Street, from Boyer Avenue west to Olive Avenue, as well as install sidewalks and aprons at 22 alley crossings;

WHEREAS: The installation of sidewalks, ADA corner ramps, and alley crossings will increase the safety and mobility of multimodal transportation in the City of Sandpoint;

THEREFORE, BE IT RESOLVED THAT: City Council supports this project and hereby directs City staff to apply for this grant, with the understanding that there is no local match required.

BE IT FURTHER RESOLVED THAT: The Mayor or the City Administrator is hereby authorized to sign any and all documents necessary to apply for this funding.

Shelby Rognstad, Mayor

ATTEST:

Maree Peck, City Clerk

City Council Members:

YES NO ABSTAIN ABSENT

1. Eddy
2. Aitken
3. Williamson
4. Camp
5. Ruehle
6. Snedden

Children Pedestrian Safety Program: 2018 Application

Idaho Cities, Counties and Highway Districts

Submittal Deadline: December 21, 2017 MST



Local Highway Technical Assistance Council

3330 Grace Street

Boise, Idaho 83703

208-344-0565 / 1-800-259-6841

Fax 208-344-0789

www.lhtac.org



INCLUDED IN THIS PACKET

1. **APPLICATION INFORMATION**

- 1.1 Program Background

2. **PROGRAM GUIDANCE**

- 2.1 Program Guidance for 2018

3. **APPLICATION**

- 3.1 Application Questions

- 3.2 Program Agreement Form

4. **SCORING**

- 4.1 Suggested Scoring

1. APPLICATION INFORMATION

1.1 PROGRAM BACKGROUND

The Surplus Eliminator Program was established by House Bill 312 (H312) during the 2015 Legislative session. The law states that at the end of the year, remaining funds will be split between the rainy-day fund and the Surplus Eliminator Program for state transportation projects administered by the Idaho Transportation Department (ITD). During the 2017 Legislative session, Idaho Law makers voted to continue the Surplus Eliminator program through Senate Bill 1206 (S1206), however now the money is shared 60% to the state system and 40% to the local system for the next two years. For 2018, the total local share of the Surplus Eliminator fund is approximately \$11M. The Local Highway Technical Assistance Council (LHTAC) will administer the local share through a Local Strategic Initiatives Program. Per the law, eligible projects must be related to maintenance, and address safety and mobility.

Another piece of legislation that was passed, House Bill 334 (H334), in 2017 allows some of the Strategic Initiatives money to be spent on projects addressing "children pedestrian safety on the state and local system." LHTAC and ITD staff worked together to develop a joint program to fund these projects. Similar to the Local Strategic Initiatives program the project should be "shovel ready" and construction must be completed by late fall/early winter 2018.

ELIGIBLE PROJECTS:

Projects should be "bid ready" within 90 days of award. The Children Pedestrian Safety Program projects must still be considered maintenance as stated in H312. This includes but is not limited to;

- paths/sidewalks along or adjacent to an existing roadway
- connecting sidewalks/paths between two terminal points
- ADA ramps
- pedestrian crossing facilities across an existing roadway including signing and/or signalization
- paving an existing pathway

APPLICATION:

The application for the Children Pedestrian Safety Program is included in this package, and can be found on the LHTAC website, www.LHTAC.org, under the Programs Heading. The submittal package consists of the application sheet, the signed program agreement and a schedule to complete the project.

The application is due December 21, 2017 and should be submitted electronically to applications@lhtac.org. The applications will be scored by members of the Transportation Alternatives Program (TAP) Selection and Evaluation Committee. Applicants will be notified of award in January 2018, with funds available shortly thereafter.

Limit one application per City, County, or Highway District.

FUNDING:

Funding for this program will be awarded as a grant, with a maximum of award of \$250k. The awarded agency is responsible for the administration of the project, and for completing the project within the timeframe given. The grant funds CANNOT be used for development services fees, project match, education/outreach, or to reimburse the local agency for any equipment or employee cost.

All expenditures of these funds must follow the Idaho Local Governments "Procurement and Public Works Contracting" guidelines available on the LHTAC website in the Local SI section. Idaho Statutes for Public Works Contractors and Idaho Code for procurement must be followed.

For additional information, please contact LHTAC at (208) 344-0565.

2. PROGRAM GUIDANCE

2.1 PROGRAM GUIDANCE FOR 2018

Statement of Purpose: To share guidelines for the new program addressing Children Pedestrian Safety per House Bill 334.

Team: Idaho Transportation Department & Local Highway Technical Assistance Council

Proposed guidelines and/or rules:

Basic Structure:

- Application available in the September of 2017
- Application due December 21, 2017
- Projects should be “bid ready” within 90 days of award, approximately mid-April 2018
- Project completed by November 16, 2018
- City, County, or Highway District required to submit a signed agreement with terms of program
- Projects along state route will require concurrence from the ITD District, and include a maintenance

Application Agreement

- One joint (state and local) application process for the program
- Applications can be on the local system, state system, or both systems
- Limit of one application per City, County, or Highway District

Scoring:

- Transportation Alternatives Program (TAP) Selection and Evaluation Committee to score applications
- ITD and LHTAC staff to provide project recommendations to the IT Board and the LHTAC Council

Funding:

- Target a split of 60% funds from state share and 40% funds from local share
- Fund up to \$2M in projects
- Funding anticipated in February 2018
- Maximum award of \$250K
- Provided as a “grant” for project awarded
- Unused funds to be returned
- No match required however local is responsible for project administration
- Local can contribute in-kind services to stretch limits of the project

Eligible use of funds:

- Purchase material (state procurement rules must be followed)
- Hire contractor to perform work (state procurement rules must be followed)
- CANNOT be used for salaries, equipment fees, or to reimburse sponsor agency for any work
- CANNOT be used for other project match, education, or outreach
- CANNOT be used for project development services or fees

Eligibility:

- Must be local agency to receive funds
- Must be “maintenance” of existing pedestrian facility or adjacent to an existing roadway
- Failure to complete project or comply with terms could jeopardize the opportunity for future funds

3. APPLICATION

3.1 APPLICATION QUESTIONS

Project Title: _____
City, County, or Highway District Name: _____
City, County, or Highway District Address: _____

*Contact Name: _____
Phone: _____
Email: _____

*Please list the person from your agency we should call if we have any questions on this project application.

Amount Requesting: _____
Total Amount of Project: _____
Amount and source of other funds: _____

Include a copy of the project ***Schedule***.

Include a copy of the ***Program Agreement and Maintenance Agreement if applicable***.

Please provide the following supportive information in the order listed below.

1. How does your project provide direct impact to children pedestrians? (limit ½ page)
2. How does your project address safety? Do you have evidence or data to support your answer? (limit 1 page)
3. How does your project address mobility? Does it tie into an existing pedestrian system and/or provide connectivity? Is it supported by a transportation and/or pedestrian plan? (limit ½ page)
4. Do you own the right-of-way or easements for your project? If not, do you have commitment letters and/or agreements to ensure the right-of-way or easements can be acquired timely for assurance that the project can be completed within the specified time frame?
5. Do you have support from your community and/or neighboring agencies? Limit 5 pages (can be letters, emails, etc.).
6. Do you have letters of commitment from other partners to perform work or donate services/material to complete the project (beyond project funds)?

3.2 PROGRAM AGREEMENT FORM

Please complete the form and have a signing authority sign the bottom of the form.

Return this form with your completed application.

City, County or Highway District: _____

Signing Authority: _____

Position: _____

Project Name: _____

Receiving this grant requires the City, County, or Highway District agrees to the following program requirements;

- Receive concurrence from ITD if the project is in the state right-of-way or along a state route (provide verification with your application).
- Pay for and/or complete project design and plans.
- Provide LHTAC with a construction schedule before construction begins.
- Prepare mid-project update to LHTAC by June 1, 2018.
- Follow State Procurement Rules for advertising, bidding and award of contracts.
- Provide accounting, before and after pictures and close-out summary form upon project completion.
- Complete project construction by November 16, 2018.

ACKNOWLEDGED BY

SIGNATURE

4. SCORING

4.1 SUGGESTED SCORING

1. Children; 20 pts
 - a. If project primarily impacts children; 16-20 pts
 - b. Equal number of children and other users; 8-15 pts
 - c. Primarily other recreational users; 1-7 pts
2. Safety; 20 pts
 - a. If answer includes hard data (crashes, reported near misses, skid marks etc) and does an excellent job of explaining safety impacts; 16-20 pts
 - b. If answer includes soft data, and excellent job of explaining safety impacts; 10-15 pts
 - c. If answer includes no data, and does an excellent job of explaining safety impacts; 3-9 pts
 - d. If answer does an adequate job of explaining safety impacts; 1-2 pts
3. Mobility; 20 pts

**** If project is supported by a transportation/pedestrian plan, add 1 pt to score below ****

 - a. If project is connecting existing pedestrian system; 16-19 pts
 - b. If project is providing connectivity between destinations/locations or improving existing facilities; 12-15 pts
 - c. If project enhances mobility at a crossing; 8-11 pts
 - d. ADA Ramps and/or other projects; 1-7 pts
4. R/W or easements; 10 pts
 - a. If no R/W is needed (own property, have executed agreements, etc); 10 pts
 - b. If agency has letters of commitments; 4-8 pts
 - c. R/W needs to be acquired; 1-3 pts
5. Support; 10 pts
 - a. Unique, diverse, and excellent letters or statement of support; 8-10 pts
 - b. Form letters or non-diverse letters of support; 4-7 pts
 - c. Poor community support; 1-3 pts
6. Partners; 5 pts
 - a. Various commitments, letters, services, etc; 1-5 pts

